

ROADMAP FOR USE OF CONTRACT 8111-1/23: PROMOTIONAL/ADVERTISING ITEMS (PRE-QUALIFICATION)

The purpose of this solicitation is to pre-qualify vendors for future spot market bidding through the submission of documents and forms intended to verify that the vendor meets and/or exceeds the minimum criteria. All vendors, which meet or exceed the criteria, established in this solicitation, shall be placed in the vendors prequalification pool which may be accessed by County departments in order to obtain price quotations for the provision of various types of promotional/advertising items for Miami-Dade County departments. There are five (5) defined groups for promotional/advertising items.

PROCEDURES FOR USER DEPARTMENTS

1. When spot market purchases are initiated, all pre-qualified bidders shall be invited to offer a fixed and firm price until materials are delivered, accepted and invoiced to the County.
2. When the need for purchases is identified, the using agency shall contact all pre-qualified bidders for the quotations. Quotations must be submitted within the time frame specified on the Request for Quotes.
3. The prices quoted shall be inclusive of all costs, fees, materials, labor and transportation necessary to pick-up, deliver and produce a finished product involved in providing these services. Additional charges of any kind added to the invoice submitted by the Bidder will be disallowed.
4. The Bidder then offering the lowest fixed price shall be awarded for the specific period or specific purchase.
5. The award to one Bidder for a specific period or individual action does not preclude the remaining pre-qualified bidders from submitting spot market offers for other specific purchases.
6. Late quotations shall not be taken into considerations. The department must explicitly establish the minimum requirements in the request for quotes form.
7. The Bidder shall furnish all labor, material and equipment necessary for satisfactory contract performance.
8. All vendors shall quote prices based on FOB Destination (freight included) and shall hold title to the goods until such time as they are delivered to and accepted by an authorized County representative at Miami-Dade County.

USER DEPARTMENT RESPONSIBILITY

It is the responsibility of the user department to ensure compliance with the above-mentioned procedures. Purchases under this contract will be subject to random review or audit by County authorities, including the Internal Services Department, Procurement Division, Audit and Management and the Office of the Inspector General.

User Department must utilize the services of all Pre-Qualified vendors on the contract unless otherwise notified by Internal Services Department, Procurement Division. See list of pre-qualified vendors that are on the contract below:

All Digital Industries
Artcraft Ad Specialties
Awards, Inc. /Trophy World, Inc.
Bilmor with Advertising Specialties, Inc.
H.B. Brickell Gallery
IPA Corporation
Palmetto Uniforms, Inc.
Personius & Company
Innovative Incentives

It shall be the sole prerogative of the County as to the total number of pre-qualified vendors on this contract. During the term of this contract, the County reserves the right to add or delete vendors as it deems necessary. If the County elects to add vendors, they must meet the same minimum requirements established in this solicitation.

GROUP CATEGORIES:

- Group 1 Awards/Desk Items:** trophies, plaques, paperweights, loving cups, award programs, desk accessories, clocks, sign and displays, organizers, computer accessories, globes, figurine, award ribbons, picture frames, pens ballpoint general, pens ballpoint lacquered finish, pens ballpoint transparent, pen and pencil set, pen and pencil accessories, mechanical pencils
- Group 2 Bags:** lunch bag, bottle bag, diaper bags, drawstring tote bags, hip/waist bags, general bags, laundry bags, leather bags, litter bags, resealable/recloseable bags, shoe bag, cooler bag, messenger bag, carry-on bag, travel side bag, sports bag, canvas bags, beach bags, jute bags, tennis bags, golf bags, racquetball bags, luggage
- Group 3 Caps & Hats/Clothing:** caps and hats/visors general, beanie, baseball caps, lights flashing caps, light up keychain caps, all colors baseball cap, LED., golf/polo shirts (for women, men and children), uniforms and sports shirt, jackets, vests, sweaters, general shirts (inclusive of turtlenecks),
- Group 4 Mugs/Steins:** mugs & steins ceramic, mugs & steins general, mugs & steins glass, mugs & steins plastic, mugs & steins metal, glass mugs, fun cups, insulated mugs

Group 5 Miscellaneous: Banners, Signs, vehicle wraps, towels, wall murals, window graphics, 3D letters, flags

Additional categories and items may be added by the County at any time during the term of the contract. Additional information and requirements will be provided in the subsequent spot market quotation requests, issued by the County department(s).

Applicable Ordinances:

Note that all County procurement and legal requirements apply to this contract and to the solicitation and award of each Purchase Order, including SBE Preferences, Local Preference, Cone of Silence, County User Access Program (UAP) and Inspector General (IG) Ordinances shall be applicable to each solicitation issued under this contract.

Record Retention:

For each purchase ordered under this contract, the user department shall maintained a record of the purchase including but not limited to, all quotes issued, all quotes obtained, all purchase order and any other pertinent documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The records shall be maintained by the user department in a location either electronic or paper easily accessible for review or audit.